LOUISIANA STATE UNIVERSITY

Louisiana State University
Office of Accounting Services
Payroll
204 Thomas Boyd Hall

BIWEEKLY TIMESHEET AS107

Please use only blue or black ink.

This timesheet should be processed according to the LSU payroll schedule for employee type.

Employee (Last, First, MI)		
Employee ID	Position Nbr	
Pay Period (2 weeks)	Start	End
Week 1	Week 2	Total

WEEK 1

Day	Date	Time(s)	Hours
Sat			
Sun			
Mon			
Tue			
Wed			
Thu			
Fri			
		Week 1 Hours	

WEEK 2

Day	Date	Time(s)	Hours
Sat			
Sun			
Mon			
Tue			
Wed			
Thu			
Fri			
		Week 2 Hours	

Time(s) - actual time should be listed. Example - 8:30 am -10:30 am; Hours - should be listed as decimals. Example - 2 ½ hours is 2.5

I certify that I was present and worked during the hours indicated above.

_____ _____
Employee Signature Date

I certify that this employee has performed satisfactory work for the hours represented on this timesheet.

_____ _____
Supervisor Approval Date